

1. Create a footer with your name, date and assignment name.
 2. Recreate the table below and save a copy of your assignment as Word 02.doc
 3. Sort the information in the table in descending order by Gross Sales using the sort option.
 4. Autofit the columns.
 5. Type the title and subtitle in Arial 14 pts, center and bold
 6. Change the page orientation to landscape
 7. Apply Contemporary Table Style to the table which is in the Table Design options.
 8. Left align the contents of column 1, 2 and 3
 9. Right align column 4
 10. Center the table in the middle of the page
 11. Center and bold the column headings in the first row
 - Artist/Event, City/State, Event Date and Gross Sales, Attend/Capacity
 12. Save in your Word folder as *Word 02*.
-

BILLBOARD BOXSCORE™ Concert Grosses
Date Issued Sept 1, 2013

Artist/ Event	City/State	Event Dates	Gross Sales	Attend/ Capacity
Kenny Chesney, Eric Church, Eli Young Band, Kacey Musgraves	Foxboro, Mass.	Aug. 23-24, 2013	\$9,465,256	109,207 / 109,207
Bruno Mars	Hato Rey, Puerto Rico	Sept. 1, 2013	\$1,033,100	15,669 / 15,669
Taylor Swift, Ed Sheeran, Casey James	Los Angeles, Calif.	Aug. 19-24, 2013	\$4,734,463	55,829 / 55,829
Emmanuel and Mijares	Mexico City, Mexico	Aug. 21-22, 2013	\$1,211,930	18,473 / 19,176
Eminem, Kendrick Lamar, EarlWolf, The Creator and Earl Sweatshirt, Slaughterhouse, Chance The Rapper	Paris, France	Aug. 22, 2013	\$6,138,550	71,542 / 71,542
Taylor Swift, Ed Sheeran, Casey James	Sacramento, Calif.	Aug. 27, 2013	\$1,138,103	12,795 / 12,795
Phish	San Francisco, Calif.	Aug. 2-4, 2013	\$1,577,280	26,288 / 26,288
Bruno Mars, Ellie Goulding	San Jose, Calif.	July 25, 2013	\$1,252,328	14,163 / 14,163
Phish	Stateline, Nev.	July 30-31, 2013	\$1,058,935	17,644 / 17,644
Bruno Mars, Ellie Goulding	Toronto, Ontario	July 3-6, 2013	\$2,134,130	31,709 / 31,709

The finished table should appear as such:

BILLBOARD BOXSCORE™ Concert Grosses
Date Issued Sept 1, 2013

Artist/ Event	City/State	Event Dates	Gross Sales	Attend/ Capacity
Kenny Chesney, Eric Church, Eli Young Band, Kacey Musgraves	Foxboro, Mass.	Aug. 23-24, 2013	\$9,465,256	109,207 / 109,207
Eminem, Kendrick Lamar, EarlWolf, The Creator and Earl Sweatshirt, Slaughterhouse, Chance The Rapper	Paris, France	Aug. 22, 2013	\$6,138,550	71,542 / 71,542
Taylor Swift, Ed Sheeran, Casey James	Los Angeles, Calif.	Aug. 19-24, 2013	\$4,734,463	55,829 / 55,829
Bruno Mars, Ellie Goulding	Toronto, Ontario	July 3-6, 2013	\$2,134,130	31,709 / 31,709
Phish	San Francisco, Calif.	Aug. 2-4, 2013	\$1,577,280	26,288 / 26,288
Bruno Mars, Ellie Goulding	San Jose, Calif.	July 25, 2013	\$1,252,328	14,163 / 14,163
Emmanuel and Mijares	Mexico City, Mexico	Aug. 21-22, 2013	\$1,211,930	18,473 / 19,176
Taylor Swift, Ed Sheeran, Casey James	Sacramento, Calif.	Aug. 27, 2013	\$1,138,103	12,795 / 12,795
Phish	Stateline, Nev.	July 30-31, 2013	\$1,058,935	17,644 / 17,644
Bruno Mars	Hato Rey, Puerto Rico	Sept. 1, 2013	\$1,033,100	15,669 / 15,669